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# Academic Affairs

## Vice President for Academic Affairs

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**Staff:** John Messick, Dean, School of Arts and Sciences; James M. Gray, Dean, School of Business Administration; Michael J. Horvath, Dean, School of Education; Tia M. Strait, Dean, School of Technology; Betsy Q. Griffin, Assistant Vice President/Grants Writer; Sandra Hamlin, Registrar; Delores A. Honey, Assistant Vice President for Center for Assessment and Institutional Research; Eillen A. Godsey, Director of the Learning Center; Patricia P. Kluthe, Director of Honors Program; Karl J. Schmidt, Assistant Director of Honors Program; Derek S. Skaggs, Director of Enrollment Services; Kelly Wilson, Director of Student Support Center; Patricia Hurley, Director of Career Services; Wendy McGrane, Library Director

The Office of the Vice President for Academic Affairs is responsible for the administration of the instructional programs both on and off campus. The Learning Center, the Honors Program, the Writing Program, the Assessment and Institutional Research Office, the Library, the Grants Office, Registrar's Office, Admissions Office, Student Support Center, Career Services and all academic units are under its direction.

## Academic Standards

### Good Standing and Eligibility

Students enrolled at Missouri Southern are in good academic standing when they meet the standards of progress toward graduation as described below. Those falling below the prescribed norm will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension. Students receiving financial aid must meet the good standing criteria described below.

Those students competing in intercollegiate athletics or in organizations representing the College off campus shall be required to satisfy minimum standards of progress, as indicated below, following the completion of the first academic year in order to maintain future eligibility in these programs.

### Standards of Progress Toward Graduation\*

A student's cumulative grade point average (GPA) is used to evaluate progress. If the grade point average falls below the minimum standards of progress, the work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

#### A. For Associate Degree

Hours Attempted	Grade Point Average
1-22 semester hours	1.6
23-33 semester hours	1.7
34-44 semester hours	1.8
45-55 semester hours	1.9
56 & Above	2.0

#### B. For Baccalaureate Degree

Hours Attempted	Grade Point Average
1-22 semester hours	1.5
23-44 semester hours	1.6
45-66 semester hours	1.7
67-88 semester hours	1.8
89-110 semester hours	1.9
111 & Above	2.0

\*Students who receive financial aid must comply with federal standards. The above may not reflect those standards.

### Academic Probation, Suspension and Reinstatement

Each student should consider a grade point average of less than 2.0 as a warning. Those falling below the standards of progress toward graduation will be placed on academic probation. If the grade point average is not raised to the minimum standard of progress during the probationary semester, the student is subject to immediate academic suspension from the College.

A student receiving academic suspension may not enroll at Missouri Southern for one semester. Re-entry may be denied by the Vice President for Academic Affairs, if the student cannot present evidence that indicates a high probability of academic success.

### Academic Bankruptcy

A student may petition the Academic Bankruptcy Committee to request one semester of academic work be disregarded in computing the academic record. To be eligible for petition-



ing, a student must be currently enrolled, in good standing and must document the unusual conditions which justify the petition. The petition is initiated in the Registrar's Office.

Academic Bankruptcy can never be used as a means of obtaining academic honors or athletic eligibility. Academic Bankruptcy will not remove grades from the student's

permanent record. It merely allows one semester of recorded work to be eliminated in computing the student's scholastic average. Academic Bankruptcy can not be applied to transfer courses.

### Repetition of Courses

Students may repeat courses in which grades "F, D, C, or B" have been earned. When a course is repeated, the first grade will not be removed from the record, but the latest grade will be used when computing grade point averages.

### Honor Roll

An Honors or Deans' List, issued at the end of each semester, contains the names of full-time undergraduate students who have a 3.75 grade point average or higher with no incomplete grade or a grade below "C."

### Graduation Honors

In recognition of superior scholarships, the College awards honors to associate degree and baccalaureate degree graduates. Honors listed below are not earned until courses are completed, graded and posted on the student's permanent record.

**Associate Degree** — The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern State College. The cumulative grade point average required to receive:

First Honors .....	3.90-4.00
Second Honors .....	3.80-3.89
Third Honors .....	3.70-3.79

**Baccalaureate Degree** — Eligibility for any one of the following three honors requires the candidate to study all the junior and senior years at Missouri Southern and earn a minimum of 60 hours of credit:

Summa Cum Laude .....	3.90-4.00
Magna Cum Laude .....	3.80-3.89
Cum Laude .....	3.70-3.79

### Revised Standards for Veterans Educational Benefits

The Revised Standards for Veteran's Educational Benefits as adopted by the State Board of Education on February 17, 1977, are available in the Veterans Affairs Office. Each Veteran should see the Veterans Representative regarding these policies.

Any exceptions to the regulations above must receive written approval from the Vice President for Academic Affairs.

### Special Policies for Financial Aid Recipients

Special policies and regulations governing financial aid recipients are filed in the Financial Aid Office, the Business Office and the Office of the Vice President for Student Services.

## Degree Requirements

### Catalog Time Limit

A candidate for a degree may use, as a basis for degree requirements, the general catalog issued for any year following the date of the candidate's first registration at MSSC provided it is not more than six years prior to the date the degree is to be conferred. The candidate must have been in residence at MSSC during the year of the catalog selected.

**Transfer Student:** The MSSC catalog in effect at the time of the transfer student's initial enrollment in the sending institution (transfer school), will govern the transfer student's degree requirements. The catalog used may not be dated more than six years prior to the date the degree is to be conferred. The transfer student must have been enrolled in a previous school during the year of the catalog selected.

### Developmental Courses

Occasionally, scores obtained from the placement tests indicate a student may not be successful in college. The college reserves the right to require these students to take precollege courses in mathematics, composition, study skills or intensive English prior to participation in regular college classes.

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## Course Numbers and Levels

### Course Numbers:

0- 99	Not applicable toward the baccalaureate degree
100-199	Primarily for freshmen
200-299	Primarily for sophomores
300-399	Primarily for juniors
400-499	Primarily for seniors

Normally, courses numbered 100-299 are considered lower division level courses and those numbered 300-499 are upper division level courses. There are more significant distinctions between the lower and upper division courses than within the levels of the lower and upper division courses.

Freshmen are not allowed to take any course above the 200 level unless qualified by advanced placement tests. The exception is infrequent.

All courses offered are listed in the catalog. Immediately following each course title is a letter abbreviation of the semester in which the course is usually offered. Students and faculty should use this as a guide in considering future enrollment. However, this should not be interpreted as a contract. Missouri Southern reserves the right to deviate from this commitment when enrollment or other factors dictate.

The student should check the catalog description of the course to see whether the second semester of a sequence course makes the first semester a prerequisite.

## Baccalaureate Degree Requirements

- A. **Residence:** The following minimum requirements must be met in residence at Missouri Southern: (1) 30 of the last 36 hours counted toward the degree; (2) one-half of the courses both required for the major and in the major department. Courses required for the major but not offered in the major department are not included; (3) one-half of the upper division courses both required for the major and in the major department.
- B. **Credit Hours:** At least **124\* semester hours** of college credit applicable to a baccalaureate degree are required for graduation. (*128 hrs. prior to the year 2003*)

### ***\*Effective for the Class graduating May 2003.***

- C. **Grade Point Average (GPA):** The following minimum GPAs are required for all baccalaureate degrees except the B.S.E.:
1. a 2.0 GPA for all credit hours attempted;
  2. a 2.0 GPA for all the courses required for the major, both inside and outside the major department;

3. a 2.0 GPA for all courses, both required and elective, taken in the major department.

The following minimum GPAs are required for the B.S.E.:

1. a 2.75 GPA for all credit hours attempted;
2. a 2.50 GPA for all the courses required for the major, both inside and outside the major department;
3. a 2.50 GPA for all courses, both required and elective, taken in the major department;
4. a grade of C or better in professional education courses and courses required for elementary education, special education and early childhood.

- D. **Upper Division Hours:** A minimum of 40 semester hours in upper division courses (those with numbers in the 300's and 400's) must be completed to meet the graduation requirements. Reasonable adjustments are made for three-one affiliation programs.

- E. **Writing Intensive:** Five writing intensive courses will be required of all baccalaureate degree candidates. Six hours must be completed in the freshman year and two of the three remaining courses must be taken at the junior and/or senior level. One upper division course must be taken in the student's major. (Writing Intensive courses may be identified in the "schedule of classes" by a "WI" placed at the end of the course number. Example: Psy 481 Senior Thesis WI.) Students transferring to Missouri Southern from another college will fulfill the Writing Intensive requirement as follows:

<i>Total hours at time of transfer to Missouri Southern:</i>	<i>Minimum Writing Intensive courses required:</i>
Fewer than 30 hours	Five courses as outlined above
30 to 89 hours	Four courses, with at least two at the junior/senior level, one of which must be in the major
90 hours or more	Three courses, one must be in the major and at the junior/senior level

- F. **Foreign Language:** All students expecting to graduate with a bachelor of arts degree must successfully complete 12 hours of the same foreign language as a part of the graduation requirements.

- G. **Special Education:** All students expecting to graduate with a bachelor of science in education degree must successfully complete two hours of Special Education (Educ 302) as a part of graduation requirements.
- H. **Computer Literacy:** All students will receive computer instruction to a level of understanding necessary for them to function as a member of society and to a level of skill sufficient to use the computer for problem solving within their discipline. Department heads will certify the competency of the students in their disciplines.
- I. **Assessment:** All degree candidates are required to participate in College assessment of outcomes activities.
- J. **Core Curriculum Requirements:** Missouri Southern has a Core Curriculum program that contributes toward the development of the whole person, as an individual and as a member of society. All degree candidates must satisfy the following Core Curriculum requirements:

<b>Area 3. Natural Science and Behavioral Sciences</b>			
A.	<i>Bio 101</i>	General Biology**	4
B.	<i>Phy 100</i>	Fundamentals of Physical Science**	5
C.	Select one		3
	Psy 100	General Psychology (3)	
	Soc 110	Sociology (3)	
<b>Total for Area 3</b>			<b>12 Hours</b>

<b>Area 4. American Cultural Studies</b>			
A.	<i>Hist 110</i>	U.S. History 1492-1877	3
	AND		
	Hist 120	U.S. History 1877-Present	
	OR		
	Hist 320	U.S. History 1877-Present	3
B.	PSc 120	Gov't: U.S., State, Local	3
<b>Total for Area 4</b>			<b>9 Hours</b>

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**42 Hours\***

<b>Area 5. MSSC Special Emphasis</b>			
A.	<i>International Cultural Studies</i>		3
	Select One:		
	Anth 155	Physical Anthropology and Archeology (3)	
	Anth 342	Comparative Cultures (3)	
	CJAd 301	International Justice Systems (3)	
	Comm 305	Intercultural Communication (3)	
	Eng 385	Continental Novel (3)	
	Foreign Language (3)		
	Geog 211	Regions and Nations (3)	
	Geog 310	Human & Cultural Geog (3)	
	Hist 130 or 140 Western Civ (3)		
	Hist 150	Asian Civilizations (3)	
	IB 310	International Business (3)	
	IntS 201	Introduction to International Studies (3)	
	Phil 320	Comparative Religion (3)	
	Soc 303	The Arab World (3)	
B.	<i>Health and Wellness</i>		3
	Kine 103	Lifetime Wellness** (2)	
	Kine 101	Physical Activity*** (1)	
C.	<i>Economics</i>		3
	Econ 180	American Economic System (3)	
	(Majors and minors in business should take Econ 201)		
<b>Total for Area 5</b>			<b>9 Hours</b>

**Total Core Curriculum Requirements 51 Hours**

\*Areas 1 - 4 of the Core Curriculum constitute the 42 semester hour block that meets the State of Missouri General Education goals. This block should be considered equivalent to corresponding 42 semester hour blocks of credit at other public and signatory institutions in Missouri.

\*\*See degree requirements listed in the Catalog for courses that are substituted for specific majors.

\*\*\*A student with a **documented** disability who feels that he/she cannot fulfill this requirement should see Melissa Locher, Coordinator of Disability Services, at the Learning Center (417.625.9373).

## Baccalaureate Degree Core Requirements

	Credit Hours Required
<b>Area 1. Basic Requirements</b>	
A. <i>English Composition</i>	<b>6</b>
Freshman Year (Eng 101 and 102 OR achievement in the required competency level can be done in Eng 111 in 3 hours)	
B. <i>Communication</i>	<b>3</b>
Comm 100 Oral Communication	
C. <i>Mathematics (120 or above)**</i>	<b>3</b>
<b>Total for Area 1</b>	
	<b>12 Hours</b>
<b>Area 2. Humanities and Fine Arts</b>	
A. <i>Select One</i>	<b>3</b>
Art 110	Art Appreciation (3)
Mus 110	Music Appreciation (3)
Th 110	Theatre Appreciation (3)
B. <i>Select One</i>	<b>3</b>
Eng 261, 262	World Literature (3)
Eng 271, 272	British Literature (3)
Eng 281, 282	American Literature (3)
C. <i>Select One</i>	<b>3</b>
Eng 150	Introduction to Literature (3)
Eng 305	Short Story (3)
Eng 261, 262	World Literature (3)
Eng 271, 272	British Literature (3)
Eng 281, 282	American Literature (3)
Phil 201	Introduction to Philosophy (3)
Phil 212	Ethics (3)
Art 110	Art Appreciation (3)
Mus 110	Music Appreciation (3)
Th 110	Theatre Appreciation (3)
<b>Total for Area 2</b>	
	<b>9 Hours</b>

## 298-398-498 Classes

Classes numbered 298, 398 or 498 may not be counted toward Core Curriculum credit.

## Major or Area of Interest

All students will be required to declare their degree sought, their major (or area of interest), their status (regular or other) and whether they will attend half-time or full-time. A major provides in-depth study of a discipline and prepares the student for a career or advanced study.

## Academic Minor

Selected departments have developed an academic minor that in conjunction with the major strengthens the student's vocational preparation. A minor requires at least 18 semester hours of prescribed courses. At least six semester hours must be upper division and at least nine semester hours must be in residence. The overall GPA requirement is 2.0.

## A Bachelor of General Studies (B.G.S.) Degree

The B.G.S. degree is a viable alternative for a few individuals who may wish thorough preparation for a career in a specific field, that does not correspond to an existing major. To pursue this option the student should consult with the Registrar regarding the degree.

## Associate Degree Requirements

### Associate of Arts Degree

- Residence:** The last 15 semester hours must be completed in residence at Missouri Southern.
- Credit Hours:** A minimum of 64 semester hours must be completed.
- Grade Point Average:** Minimum cumulative and major field grade point average must be 2.0.
- Major Field:** The student must meet the course requirements of the particular preprofessional program selected. Or, the degree may consist of the general education courses plus additional hours, adding up to 64, as approved by the adviser.
- Core Curriculum Requirements:** The degree requires completion of the following Core Curriculum requirements:

	Credit Hours Required
<b>Area 1. Basic Requirements*</b>	
A. <i>English Compositions</i> Freshman year (Eng 101 and Eng 102 OR achievement in the required competency level can be done in Eng 111 in 3 hours)	6
B. <i>Communication</i> <i>Comm 100 Oral Communication**</i>	3
C. <i>Mathematics (120 or above)**</i>	3
<b>Total for Area 1</b>	<b>12 Hours</b>

### Area 2. Humanities and Fine Arts\*

A. <i>Fine Arts</i> <i>Select One</i>	3
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	

Th 110 Theatre Appreciation (3)	
B. <i>Literature Survey</i> <i>Select One</i>	3
Eng 261, 262 World Literature (3)	
Eng 271, 272 English Literature (3)	
Eng 281, 282 American Literature (3)	
C. <i>Humanities Elective</i> <i>Select One</i>	3
Eng 150 Introduction to Literature (3)	
Eng 305 Short Story (3)	
Eng 261, 262 World Literature (3)	
Eng 271, 272 English Literature (3)	
Eng 281, 282 American Literature (3)	
Phil 201 Introduction to Philosophy (3)	
Phil 212 Ethics (3)	
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
<b>Total for Area 2</b>	<b>9 Hours</b>

### Area 3. Natural Sciences and Behavioral Sciences\*

A. <i>Bio 101 General Biology**</i>	4
B. <i>Phys 100 Fundamentals of Physical Science**</i>	5
C. <i>Behavioral Sciences</i> <i>Select One</i>	3
Psy 100 General Psychology (3)	
Soc 110 Introduction to Sociology (3)	
<b>Total for Area 3</b>	<b>12 Hours</b>

### Area 4. American Cultural Studies\*

A. <i>U.S. History</i>	6
Hist 110 U.S. History 1492-1877 (3)	
AND	
Hist 120 U.S. History 1877-Present (3)	
B. <i>Government</i>	3
Psc 120 Gov't: U.S., State, Local (3)	
<b>Total for Area 4</b>	<b>9 Hours</b>

### Total Core Curriculum Hours 42 Hours\*\*\*

\*Occasionally, selected courses may be substituted for this area.  
\*\*See degree requirements listed in the Catalog for courses that are substituted for specific majors.

\*\*\*Areas 1-4 of the Core Curriculum constitute the 42 semester-hour block that meets the state of Missouri general education goals. This block should be considered equivalent to corresponding blocks of credit at other public and signatory institutions of Missouri.

## Associate of Science Degree

- Residence:** The last 15 semester hours must be completed in residence at Missouri Southern.
- Credit Hours:** A minimum of 64 hours must be completed.
- Grade Point Average:** The minimum cumulative and major field grade point average must be 2.0.
- Major Field:** The student must meet the course requirements in the particular program of study as approved by an adviser.
- Core Curriculum Requirements:** The degree requires completion of the Core Curriculum courses as well as those outlined in the student's major field of study. The Core Curriculum required courses are:

	Credit Hours Required
<b>Area 1. Basic Requirements*</b>	

A. <i>Eng 101</i>	<i>English Composition</i>	3
B. <i>Comm 100</i>	<i>Oral Communication**</i>	3
C. <i>Math 30</i>	<i>(or above)**</i>	3
D. <i>Health and Wellness</i>		3
Kine 103	Lifetime Wellness (2)	
Kine 101	Physical Activity (1)	
<b>Total for Area 1</b>		<b>12 Hours</b>

<b>Area 2. Humanities and Fine Arts*</b>		
A. <i>Fine Arts</i>	<i>Select One</i>	3
Art 110	Art Appreciation (3)	
Mus 110	Music Appreciation (3)	
Th 110	Theatre Appreciation (3)	
Any Literature Course	except 325 (3)	
Phil 201	Introduction to Philosophy (3)	
Phil 212	Ethics (3)	
<b>Total for Area 2</b>		<b>3 Hours</b>

<b>Area 3. Natural Science*</b>		
A. <i>Select One:</i>		
<i>Bio 101</i>	<i>General Biology**</i>	4
<i>Phys 100</i>	<i>Fundamentals of Physical Science**</i>	5
<b>Total for Area 3</b>		<b>4-5 Hours</b>

<b>Area 4. Social and Behavioral Sciences*</b>		
A. <i>Hist 110 or Hist 120</i>	<i>United States History</i>	3
B. *** <i>Missouri Constitution Requirement</i>		
C. <i>Select One:</i>		3
Psy 100	General Psychology (3)	
Soc 110	Introduction to Sociology (3)	
Econ 180	American Economic System** (3)	
<b>Total for Area 4</b>		<b>6 Hours</b>
<b>Total Core Curriculum Requirements</b>		<b>25-26 Hours</b>

\*Occasionally, selected courses may be substituted for this area.  
 \*\*See degree requirements listed in the Catalog for courses that are substituted for specific majors.  
 \*\*\*This requirement may be satisfied with credit from a Missouri public college, or PSc 120 Government: U.S., State & Local or by an examination. Examination information is available from the Dean of Arts and Sciences.

Core Curriculum courses required for the associate of science degree typically do not completely fulfill the Core Curriculum requirements for the baccalaureate degree.

When the curriculum requirement for an associate of science degree specifies a different course in the discipline than those listed above, the specified course may meet the Core Curriculum requirements for that degree.

## Graduation

A. **Graduation Requirements:** The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.



- B. **Time of Graduation:** A student may complete graduation requirements at the close of any semester. Formal commencement exercises are held and degrees are conferred at the close of the fall and spring semesters. Students who will complete graduation requirements at the close of summer semester may participate in spring commencement exercises.
- C. **Placement Services:** Each degree candidate must register in the Office of Career Services.
- D. **Degree Candidacy Application:** Each student must make application for degree candidacy during the semester preceding the last semester in attendance. The application process is initiated at the Office of Career Services.
- E. **Senior Assessment:** All graduating seniors are required to complete a Core Curriculum and a departmental exit assessment before the baccalaureate degree is awarded. Effective: July 1, 1988.

## State Legislation Requirements

Section 170.011 of the Revised Statutes of Missouri, 1989, prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have "satisfactorily passed an examination of the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, and in American Institutions".

All students who have completed the Core Curriculum requirements at Missouri Southern meet the requirements of Missouri law.

Out-of-state transfer and post-graduate students who do not complete their core curriculum at Missouri Southern may comply with the law by:

- (1) completing courses at MSSC embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work; or

(2) certification of the completion of such requirements in another collegiate institution and passing a special examination on the Missouri Constitution.

School Laws of Missouri, 1974, require that persons cannot be granted a certificate or license to teach in the public schools of Missouri unless they have satisfactorily completed a course of two or more semester hours in the psychology or education of the exceptional child. This requirement can be met by taking Psy 302 or Educ 302.

## Grades and Grading Policies

### Grading System

A student's grade is officially recorded by letter. At Missouri Southern, the following grades and their numerical equivalents are used:

<i>Grade</i>		<i>Grade Points</i>
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	

The current policy for the "W" grade is as follows:

- Course withdrawals will be permitted through the first week of the semester without any grade recorded.
- Course withdrawal during the second through the ninth week of the semester will be indicated by a "W" posted to the record.
- Course withdrawals are not permitted after the ninth week of the regular semester (or its equivalent). A student who stops attending class without officially withdrawing is in jeopardy of receiving an "F" in the course.
- A student who completely withdraws from College prior to the last week of classes in a semester may receive a grade of "W" in all courses in which the student is enrolled.

### Credit/No-Credit System of Grading

Students in some programs may register to take certain courses on a credit/no-credit basis. In such cases, "Credit" or "No-Credit" will be recorded rather than a letter grade and these courses will not be counted in grade point averages. This program will permit a student to explore course work outside of

the major without jeopardizing the grade point average. The minimum performance level required to receive credit in a credit/no-credit course is a grade of "D". Students may be eligible to enroll for certain courses on a credit/no-credit basis under the following conditions:

- That such registration be approved by the adviser and the head of the department through which the course is offered.
- That the student has attained sophomore rank, or higher (30 or more hours).
- That the student has achieved a cumulative grade point average of at least 2.0.
- That such enrollment be limited to one course per semester.
- That the total enrollment on a credit/no-credit basis be limited to no more than three courses or 10 credit hours in any student's degree program.
- That the courses involved are not part of the student's major or minor and are not specifically required as part of the student's degree program. (Hours beyond the minimum required for the major or minor may be taken on a credit/no-credit basis.)
- That the courses involved are not part of the Core Curriculum requirement.
- Normally, registration for credit/no-credit courses will be completed prior to the final date for changing registration by adding a course.
- After a student has enrolled in a course under the credit/no-credit option, that individual may not subsequently change to a graded basis in that course.

This policy does not apply to those courses regularly designated as credit/no-credit courses. Such courses are Mus 240 Recital Attendance, Educ 462 Student Teaching.



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**Incomplete (I):** A grade of “I” may be reported if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an “F” and does not entitle a student to attend the class during a subsequent semester. An incomplete must be made up by the end of the next semester (excluding summers) or it will be converted to an “F” automatically. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an “F”. A student may not graduate with an incomplete grade.

**Audit (AU):** A student may audit a class for no grade and no credit. Acceptable performance, attitude and attendance as determined by the professor are expected. Regular fees and enrollment procedures are required. A student may not change enrollment from audit to credit nor from credit to audit. An audit means only that a student registered for the course. It does not imply any level of proficiency or knowledge.

**Change of Grade:** A change is initiated by the faculty member by filing a Change of Grade form with the Registrar. No change of grade is to be made without good cause. Exceptional cases will be reviewed by the school dean and Vice President for Academic Affairs.

**Independent Study:** Independent study courses are special courses which may be taken by outstanding students at the discretion of the faculty adviser and the appropriate college officials. Students may enroll in independent study courses for a total of three hours on the associate degree and a total of six hours on the baccalaureate degree providing they:

1. have completed
  - 30 hours toward the Associate Degree
  - 90 hours toward the Baccalaureate Degree
2. have a minimum cumulative 3.00 GPA;
3. have permission of the adviser, department head and the school dean in the area of independent study.

Independent study is designed for the individual who desires to explore a topic more completely than can be done in a regular course offering. Substituting independent study for a regular course is seldom done.

**Posting of Grades:** College legal counsel advises that the public posting of a student’s name and grade, or student number and grade, without the student’s approval, is a violation of the Buckley Amendment (Family Education Rights and Privacy Act of 1974) which does not allow disclosure of recorded data or information without the individual’s written consent.

**Official Transcript:** An official transcript of the student’s academic record bears the Registrar’s signature and the College seal. Missouri Southern assumes no responsibility for the accuracy of a transcript after it leaves the Registrar’s Office.

Up to two weeks must be allowed after the close of a semester for the issuance of an up-to-date transcript. The transcript request must be made in writing. No transcript will be issued unless all bills at Missouri Southern are paid or are current according to agreement with the Business Office.

## General Regulations

### Classification of Students

#### A. By Class

Freshman: 0-29 Hours

Sophomore: 30-59 Hours

Junior: 60-89 Hours

Senior: 90 and above

Special Admission: See page 44.

#### B. Postgraduate:

Persons having completed a baccalaureate degree but taking courses for the purpose of teacher certification, job preparation and additional degree or personal profit.

#### C. Full-time:

A student enrolled for 12 or more semester hours.

#### D. Half-time:

A student enrolled in 6-11 semester hours.

#### E. Less Than Half-time:

A student enrolled in fewer than 6 semester hours.

### Concurrent Enrollment

A student who is enrolled in residence at Missouri Southern and who desires to earn credit concurrently at another institution or through correspondence, extension, or advanced standing examination must secure advanced approval from a School Dean.

### Combined Degree Programs

Missouri Southern State College has established combined degree programs for Environmental Health and for Medical Technology. Specific requirements for these programs are included in the program descriptions. Combined degree programs operate under the following regulations:

1. Complete 94 hours at Missouri Southern State College. Transfer credit will be considered, but the last 30 of the 94 hours must be earned at MSSC.
2. The 94 hours must include the completion of the Core Curriculum requirement.
3. Sixteen out of the last 94 hours must be upper division (300 and 400 level courses).
4. All applicable “Requirements for Graduation” as stated in the Missouri Southern State College catalog must be

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met including the application for degree candidacy, and the filing of credentials with the Career Services Office.

5. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

### **Co-Admission**

Students who enroll at Crowder College but meet the admission requirements of Missouri Southern and plan to transfer to Missouri Southern may apply for Co-Admission. The application will be done by the Crowder College Admission Office. Records for co-admitted students will be maintained at both institutions. Missouri Southern will assist in the academic advising of co-admitted students prior to transfer to Missouri Southern.

### **Second Baccalaureate Degree**

A student may receive a second baccalaureate degree after completing the first degree and all the requirements of the second degree. A student may not earn the same degree more than once, even though the majors differ. The residency rules apply. See item A under Baccalaureate Degree requirements, page 33.

### **Transcript Below “C” Average**

Students who are accepted with a below “C” transcript and who are below the minimum standards for progress will be placed on Academic Probation. Missouri Southern accepts all grades from any equally accredited institution including both “D’s” and “F’s”.

### **Maximum Credit Hour Load**

To enroll in more than 18 semester hours during a semester or in more than nine hours during a summer session, a student, with the exception of music majors, must obtain prior written permission from the school dean. Music majors may carry as many as 20 semester hours without permission from their dean.

### **Late Enrollment**

Enrollment in a regular semester after the first week of classes or after the third day of classes in the summer session is not advisable and is permitted only with special permission from the appropriate department head. Any student enrolling after classes begin will pay a late enrollment fee.

### **Adding Courses**

A student may add a course in the appropriate department office, but only upon the approval of an adviser. A fee will be charged each time a student changes the program not at the request of the College. No course may be added after the first week of classes in a regular semester or after the third day of classes in the summer session without special permission.

### **NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL FROM CLASSES.**

### **Withdrawal from a Single Class**

A student may initiate the withdrawal from a course in the Registrar’s Office. Deadlines cited in the College Schedule of Classes apply.

### **Withdrawal from All Classes**

A student who wishes to completely withdraw will initiate withdrawal in the Financial Aid Office (114 Hearnes Hall). A student who completely withdraws



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from the college prior to the last week of classes in a regular or summer semester may receive a grade of "W" in all courses in which the student is enrolled. Withdrawal from the College after the last week of classes in a regular or summer semester will result in a grade of "F" being recorded for all courses, unless other arrangements are made through the Office of the Registrar. A student who leaves school without officially withdrawing shall receive grades of "F" in all courses.

## **Class Attendance**

Faculty members keep records of attendance in all regularly scheduled courses at Missouri Southern. The primary objective of student and professor is the student's attainment of course goals. It is recognized that students who achieve those objectives are normally those who attend class regularly. The professor, when giving a final semester grade, bases his/her evaluation on how well the student has achieved the course goals.

For financial aid purposes, if a student misses any class for ten (10) consecutive working days, the faculty member will report this in writing to the Office of the Registrar.

Students who miss a class do so at their own risk and must assume the responsibility for work missed because of class absences. Professors are willing to assist students whose absences are caused by valid illnesses, College approved activities, and extenuating circumstances. The professor may require whatever evidence is needed to support the reason for absence.

The attendance record is significant to the total record and is useful in guidance and counseling. When absences are excessive, the professor will report the fact to Student Services and they will in turn counsel with the student. The total number of student absences in a class will be reported to the Registrar's Office along with the final grade at the end of the semester.

Students should be aware that absence from class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

## **Credit Options**

### **Placement, Examinations, Credits Resident Credits from Institutions of Equal Standing with Missouri Southern State College**

Credits transferred from accredited colleges and universities will be given full value in similar courses whenever possible. The amount of credit given for courses studied in other institutions may not exceed the amount given at Missouri

Southern for the same length of time of instruction. Students may not transfer credits to satisfy more than one half of the major course requirements in a department unless the approval of the Vice President for Academic Affairs is obtained.

## **Advanced Standing Examination**

A student whose travel, employment, extensive readings or other unique educational experiences appear to have provided proficiency in a course required in the curriculum equivalent to that ordinarily attained by those taking the course in regular classes, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a comprehensive test designed by the department to cover the subject more fully than a regular final examination. In order to receive credit for a departmental examination, a student must have the following qualifications in addition to those listed above:

- (a) be enrolled in college at the time of the examination;
- (b) not have taken an examination over the course within the preceding six months;
- (c) not have credit in a more advanced course in the same field;
- (d) be working toward a degree at Missouri Southern State College;
- (e) have the approval of the head of the department in which the course is offered;
- (f) not use examination to replace a previously earned grade.

After a student has taken a departmental examination, the professor will transmit the grade to the Vice President for Academic Affairs Office. If performance is equated as a "C" grade or above, the Registrar will record the credit.

## **International Baccalaureate**

Missouri Southern will grant up to 30 semester hours or the equivalent of one full year of college study, to those who have completed study in the International Baccalaureate curriculum in high school. Missouri Southern will grant college credit and advanced placement for International Baccalaureate courses completed at the higher level with a score of four or greater. Students with such backgrounds should contact the Admission Office for a detailed analysis of credits and standing.

## **Advanced Placement Test (AP)**

Missouri Southern participates in the Advanced Placement Program sponsored by the College Entrance Examination Board. Credits are granted for course areas in which a student has completed Advanced Placement Examinations with a score of 3, 4 or 5.

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## Correspondence Course Credit

Missouri Southern accepts credit earned by correspondence from regionally accredited institutions. No student will be permitted to apply more than 12 hours of course work in correspondence toward his/her degree.

## Course Credit for Military Service and Schooling

Military Service students who have completed a minimum of one year of active military service may be granted credit to meet the Kine 101 and Kine 103 requirements of the Core Curriculum. Thus, these requirements will be satisfied if the DD214 form is submitted to the Missouri Southern Registrar's Office. Credit may also be granted for specific military schooling as recommended by the American Council of Education. The credit granted will be based on applicability and will carry the grade of "CR". The veteran must present documentation designating the military course, date and site of the course.

## Validation Examinations

If Missouri Southern refuses to accept a student's earned credit in a course because of the method in which the course was taken or because the institution at which the course was taken was not accredited, the student may apply for a validation examination. In order to qualify for a validation examination a student must: (a) be enrolled at Missouri Southern State College at the time the examination is taken; (b) present the necessary evidence to prove that the course was taken; (c) get approval from the Registrar, the school dean and the head of the department in which the course is offered; and (d) initiate the proceedings within the first eight weeks after entering college.

The student initiates the request for examination at the Registrar's Office. The school dean and the department head will appoint a professor to construct, administer and evaluate the examination. The result is reported to the Registrar who records the grade if it is "C" or above.

## The Honors Program

Patricia P. Kluthe, Director  
Webster Hall 118, 417.625.3005

The Honors Program at Missouri Southern State College is intended to encourage academic excellence by providing special opportunities and challenges for exceptional students.

Because admission is selective and competitive, classes normally are smaller than regular classes, permitting Honors

students to enjoy interaction with other outstanding students in an informal atmosphere conducive to exciting and challenging discussions.

Honors courses put our best students in small classes with our best teachers - right from freshman year on. Distinguished professors and Honors students have opportunities to expand the educational experience beyond that available in regular courses. Students receive personal attention and special guidance, and the program is flexible to permit them to pursue particular scholarly interests and to engage in innovative and creative approaches to learning.

Expectations for performance in the program are high. As an Honors student, one is expected to strive for grades against these standards; one is not, however, expected to compete with others for grades. Through this program, the challenge to perform at the top of one's ability is matched by the opportunity to do so in an environment that is simultaneously fun, exciting and intellectually demanding.

## The Curriculum

While students will take courses offered in Southern's regular curriculum, these five features are specifically designed for Honors students:

### *Honors Forum*

This course is an open forum to discuss a variety of topics, issues and other matters of interest. The objective of the course is to develop in the honors scholar self, cognitive, and cultural awareness. Active learning and service learning are nurtured as students select, design and implement topic presentations.

### *Service Learning*

By engaging the Honors students as volunteers in unfamiliar institutions which are oriented toward public service, this experience is designed to lead the students through a critical analysis of the organization's culture and dominant paradigms of thought encountered during the time of service.

### *Core Curriculum Courses*

Special sections of required courses such as English composition are designated as Honors sections. There are a number of such courses to select from each semester, and most Honors students take their choices of these during their freshman and sophomore years.

### *Junior Honors Courses*

This experience is designed for scholars in the last two years of their curricula, and is aligned with the international mission of Missouri Southern. Each honors scholar is expected to have an international study experience during their tenure at Southern, and with the guidance of the honors directors will be led through a reflective analysis of that study, again emphasizing self, cognitive and cultural awareness.

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### *Senior Honors Thesis*

Students take at least one Honors course in their major during the senior year. Working under professors in their major field, they design and carry out independent projects investigating in-depth topics and utilizing original research methods. Each student makes a presentation of their research to an Honors Colloquium open to a campus-wide audience. The presentation is required of each student for completion of the Honors Program.

### **Honors Recognition**

Missouri Southern is affiliated with the National Collegiate Honors Council, The Great Plains Regional Honors Council, and Phi Eta Sigma and Alpha Chi, national honor societies. Most Honors students have the opportunity to participate in the activities of these organizations and to attend regional and national conferences.

Every Honors course completed with a final grade of A or B is identified as an Honors course on one's transcript. If one maintains a cumulative grade point average of at least 3.5 and completes 26 hours of Honors courses, one will receive special recognition at graduation.

### **Oxford and Cambridge Program**

To live and study at historic Christ Church College of Oxford University or at equally-renowned Cambridge University is perhaps the experience of a lifetime. Southern offers an elective summer study program in England at Oxford or Cambridge, two of the world's foremost universities. Students participate in small seminar groups led by university tutors and live in an atmosphere of university life as it has survived over the past 700 years.

A select group of students have the opportunity to participate in either program based on their advanced academic standing for hours accumulated and grade point average. Selected students choose courses offered in sessions on various subjects. Southern grants partial scholarships to students each year. Honors Program students are given priority consideration in the selection process.

There is also time for students to enjoy the rich heritage of England through formal tours and individual excursions. A great opportunity awaits those selected to be members of this distinguished community of scholars and participants in the Oxford or Cambridge experience.



### **The Evans Scholarship**

In competing for admission to the Honors Program, students also are competing for the Walter and Fredrica Evans Scholarship, which will be awarded as funds allow to the most highly qualified applicants. The Evans is a four-year renewable scholarship that covers tuition, book rental fees and student activity fees, for fall and spring semesters. Additional scholarship funds to cover on-campus room and board are available for Evans Scholars who are National Merit Scholarship semifinalists or who have an ACT composite score of 31 or better. This is the finest scholarship Southern offers.

### **Eligibility**

All students who wish to participate in the Honors Program must be admitted to Southern. Incoming freshmen with at least a composite score on the ACT of 28 or with at least a grade point average of 3.5 (on a 4.0 scale) in high school course work are invited to apply for admission to the program. To complete the application process the student must submit an application form, a transcript, two letters of recommendation mentioning the student's strengths as a scholar, and an interview with one of the directors. An essay may also be required.

Students who have already completed between 15 and 30 hours of course work with a grade point average of 3.5 at Southern or any other accredited college or university are also invited to apply for admission into the program, though they are not eligible for the Evans Scholarship.

The Honors Program will offer special admission to Missouri's associate degree graduates who hold the CBHE Bright Flight Scholarship. Those with at least a 3.5 GPA will be

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eligible for a scholarship that covers the full cost of tuition, room and board, activities, fees and textbook rental. Those with a 3.0 GPA will be eligible for a scholarship equivalent to our Regent's Scholarship.

Students generally will not be admitted to the Honors Program after they have earned 30 credit hours. However, if such a student presents a plan to take the 26 honors hours required to complete the program, that student will be considered by the Honors Committee on an individual basis.

## Enrollment Services

### Admissions

Derek Skaggs, Director of Enrollment Services  
Hearnes Hall 109, 417.782.6772

**Staff:** Kristy Adams, Brenda Blalock, Clay Deem,  
Tina Fitzpatrick, Cameo Harrington, Mark Lloyd

Admission decisions are based on current admission policies established by the Board of Regents and are made in accordance with the recommendations of the Coordinating Board for Higher Education. Students are encouraged to apply for admission early. Applications are available through the Admission Office, the Admission web site ([www.mssc.edu/admission](http://www.mssc.edu/admission)) and most high schools and community colleges. Admission requirements are subject to change without notice. Missouri Southern State College encourages students from private, home schooling and non-accredited high schools to contact the Admission Office for details on how to be accepted into Missouri Southern.

### Credentials Required for Freshman Admission Regular Admission

- (1) **High School Transcript:** An official transcript of high school credits must be filed showing that requirements for graduation have been met. A 6th, 7th or 8th semester rank in class must appear on the record. (The College will accept a satisfactory score on the General Educational Development (GED) test in lieu of a high school transcript.)
- (2) **Placement Test:** Missouri Southern participates in the American College Testing Program (ACT). Scores from the enhanced battery must be presented as an admission credential. These tests are administered at nationally approved test centers five times a year. Missouri Southern is a test center. Students over the age of 21 applying as first time freshman are not required to submit an ACT score. However, placement

tests in English and Math may be required for placement in the appropriate classes. Either ACT or SAT scores are acceptable.

- (3) **Application:** Missouri Southern admits students on a rolling basis. Students are encouraged to apply early. The application for admission must be submitted to the Admission Office one week before the first day of enrollment (see College calendar on page 14). This includes all credentials required by the Admission Office.
- (4) **Application Fee:** A fee of \$15 must be included with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)
- (5) **Miscellaneous Requirements:** Additional credentials maybe required from students whose application credentials raise questions about their acceptability into the student body. While the College makes every effort to give each applicant an opportunity for a college education, it reserves the right to deny admission when the College's ability to meet the need of the student and/or the welfare of the student body is in question. Students who do not attend Missouri Southern within one year after making application must submit new credentials when seeking admission.

### High School Core Curriculum Requirement

The College strongly encourages high school students to follow the core curriculum requirements outlined by the Missouri Coordinating Board for Higher Education. The core includes:

**English, 4 units.** Two units emphasizing composition or writing skills are required. One unit may be speech or debate.

**Mathematics, 3 units.** The units must include Algebra I, Algebra II and Geometry. A fourth higher level mathematics course is strongly recommended.

**Social Studies, 3 units.** Courses should include United States history and courses selected from world history, government, geography and economics.

**Science, 2 units.** General Science does not count. One unit must include a laboratory. Biology, physics and chemistry are strongly recommended.

**Visual/Performing Arts, 1 unit.** Fine Arts courses include such areas as visual arts, music, dance or theatre.

**Electives, 3 units.** These may be selected from world geography, higher level mathematics, additional science, foreign languages (if a language is chosen as an

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elective, the college recommends 2 units of the same language), advanced placement courses or a combination of the core courses listed above.

*Admission requirements are subject to change without notice.*

## Admission Review Committee

Individuals who do not meet the College's admission criteria may request a review of their application. The committee may make one of four decisions: grant regular admission, admit conditionally, deny admission or admit as a special non-degree seeking student.

## Students With Previous College Experience

**Former MSSC Students:** Former Missouri Southern State College, Jasper County Junior College and Joplin Junior College students must inform the Office of Admission of their intention to return. Students will be required to update their credentials.

**Transfer Students:** (*Students who are enrolling at MSSC for the first time*) Transfer students who have completed the State of Missouri General Education Core Curriculum (42 semester hours) prior to enrolling at MSSC, are assumed to have met Areas 1 through 4 of the MSSC Core Curriculum requirements. Transfer students must additionally meet requirements for Area 5 of the MSSC Core Curriculum.

Transfer students who have not completed the above General Education Core Curriculum will have their courses evaluated on a course-by-course basis. Credits from an accredited two-year college will be accepted to meet lower division (100-200 level) requirements only. A maximum of 64 semester hours earned at a two-year college may be applied toward a baccalaureate degree.

The following credentials must be submitted to the Admission Office:

1. official transcripts from all previously attended institutions, sent directly to the Admission Office;
2. eligibility to return to last institution attended;
3. payment of the \$15 non-refundable application fee; and
4. ACT scores submitted, if mathematics has not been completed or a degree in education is sought.

Transfer students who have been awarded a Baccalaureate degree from a regionally accredited U.S. college or an accepted foreign equivalent, prior to enrolling at MSSC, are assumed to have fulfilled all lower division Core Curriculum requirements. All transfer and post graduate students must also fulfill the State Legislation Requirement for the U.S. Constitution, Missouri Constitution, and U.S. History. See the Academic Affairs section of the catalog under State Legislation Requirements for more details.

Transfer students seeking admission to Missouri Southern State College from colleges or universities not accredited by a regional association may be given full recognition for their credits earned when the credit is appropriate to the student's degree programs and after Missouri Southern State College has validated the courses. Applicants must meet the following conditions:

1. the student must be in good standing at the institution from which they are transferring, and
2. the student must have a cumulative grade-point average of 2.00 or higher (on a 4.00 scale) for all work attempted.

Any transfer student falling below a 2.0 GPA but above the College's standards of progress may be considered for admission on probation.

Transfer students must take a minimum of 30 of the last 36 semester hours for the baccalaureate degree in residence at Missouri Southern.

**Transient Students:** Students in good standing at other colleges and universities may wish to enroll at Missouri Southern for the purpose of transferring back to their institutions the credit earned. Admission requires completion of the Non-Degree application form and payment of the \$15 non-refundable application fee. Students wishing to continue course work at Missouri Southern State College must complete the Degree Seeking admission application and meet admission criteria.

**International Students:** International students not citizens of the United States who wish to apply for admission should write the Admission Office or access the Admission Web Site ([www.mssc.edu/admission](http://www.mssc.edu/admission)) for the proper application forms and instructions. In addition to the admission credentials required of all students on page 38, international students must satisfy these concerns: (a) academic competency, (b) ability to read and speak the English language adequately for college level study, and (c) ability to finance the cost of education at Missouri Southern. All applicants from non-English speaking nations must score in the 75th percentile on the Michigan Test for English as a Foreign Language or score 535 on the TOEFL paper-based test or a minimum of 200 on the TOEFL computer-based test. The Admission Office must receive all application and accompanied credentials by the following dates:

Fall Semester	June 1
Spring Semester	December 1
Summer Semester	May 1

Students who are citizens of the United States and use English as a second language must pass English language competency. A TOEFL test score of 535 on the TOEFL

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paper-based test or a minimum of 200 on the TOEFL computer-based test or a score in the 75th percentile on the Michigan Test is required of these students.

**Intensive English Program:** Students who do not meet the English competency standards on the TOEFL or the Michigan Test are required to take courses in the Intensive English Program (IEP) before they can enroll in college level courses. The IEP courses do not count as credit toward baccalaureate or associate degrees. As prerequisite courses the IEP courses are graded and count as hours enrolled/earned in determining student status. IEP courses are described in the Communications section, page 71.

**Dual Credit:** The Dual Credit Program enables high school students to enroll in college courses and simultaneously earn both high school and college credit for those courses (subject to the agreement of the high school). Missouri Southern is pleased to participate in this program. Admission to the dual credit program is limited to high school students who have completed their sophomore year, who have a cumulative high school grade point average of at least 3.0 on a scale of 4.0, who are pursuing the state-designated college preparatory high school core curriculum, score at proficient or above on the MAP and who have the recommendation of their principal or counselor. Students should obtain a dual credit application and information about available courses from the Assistant Vice President for Academic Affairs, Hearnes Hall Room 200, 417.625.9555.

**Credit-in-Escrow:** The credit-in-escrow program consists of college studies for outstanding high school students who have completed their sophomore year, who have a cumulative grade point average of 3.0 on a 4.0 scale, who are pursuing the state-designated college preparatory high school curriculum, and who have the recommendation of their principal or counselor. A \$15 application fee and high school transcript is required with the application.

## Admission to Selective Programs

**The Health Sciences (nursing, dental hygiene and radiologic technology):** Admission to Missouri Southern does not automatically confer admission to the programs of nursing, dental hygiene, radiologic technology. In addition to meeting the admission requirements for the College, candidates who are interested in these health career programs are required to apply for admission to the department. Application forms may be obtained from the department of nursing office, Kuhn Hall; the dental hygiene department office, Ummel Technology Building; or the radiology department of St. John's Regional Medical Center. Applications should be submitted prior to March 1, preceding the fall semester in which the student wishes to enroll. Each application is reviewed by the Admission Committee of the respective department. See nursing department page 209,

dental hygiene department page 203 or radiologic technology page 213 for full information on admission and acceptance criteria.

**Teacher Education:** Admission to Missouri Southern does not automatically confer admission to the Teacher Education Program. In addition to meeting the admission requirements to the college, candidates who are interested in the Teacher Education program are required to apply for admission to the Teacher Education Department. For more details, please see the Teacher Education section of the catalog (page 165).

**Honors Program:** This program is intended to encourage academic excellence by providing special opportunities and challenges for exceptional students. Entrance into the program is by invitation. Interested students should write the Director of Honors Program for an application form or check the appropriate box on the application for admission to the college (page 40).

## Special Admission

A student who wishes to enroll in college but does not meet regular admission requirements may be permitted to enroll in classes as a non-degree seeking student. College hours completed in this status cannot be counted toward a degree until the student meets regular college admission criteria. Special admission classification is not eligible for financial aid.

Students who possess a high school diploma or GED may request reclassification by:

1. meeting all of the College's admission criteria, or
2. successfully completing 21 hours with a 2.0 GPA.

Individuals without a diploma or GED must complete 59 hours with a 2.0 GPA before a request for reclassification can be considered.

## 60 Plus

This program is designed to serve interested individuals 60 years of age and over. Community residents may enroll in a course on a space-available basis without providing previous transcripts. Compliance with course prerequisites is necessary and is the student's responsibility. Enrollment takes place at the same time as regular student enrollment. Information concerning enrollment times, reduced fees and tuition costs can be found in the college schedule. A student may elect to receive a grade and credit for their course or they may audit the course with the permission of the instructor. If a student desires to become a regular student, he or she must make application to Missouri Southern for future semesters.